

## INSTRUCTIONS FOR COMPLETING CERTIFICATE OF RESIDENCE APPLICATION

If you have been a resident of New York State for at least one year immediately preceding the date this form is filed you qualify for the resident tuition rate. If you are a qualified resident and have been a resident of two or more counties during the last six months, you will be required to obtain a Certificate of Residence from each county.

**Note:** You are required to obtain one Certificate of Residence once a year, and it is valid for one year. Be prepared to produce identification to prove residency (e.g., a valid driver's license).

**DEADLINES (No exceptions):**

**Fall** – Certificates issued from July 1<sup>st</sup> current year through March 1<sup>st</sup> subsequent year.

**Spring** – Certificates issued from November 15<sup>th</sup> prior year through August 1<sup>st</sup> current year.

**Summer** – Certificates issued between April 1<sup>st</sup> and November 1<sup>st</sup> current year.

*Residency Certificates cannot be issued more than 60 days prior to the semester start date.*

**For students attending *Corning Community College*:**

Either:

- a) Complete this form and sign it before a Notary Public, then submit it to Student Accounts at the college (by mail or in person).
- or**
- b) Take this form to Student Accounts and ask for assistance in completing it.

Student Accounts will then have your Certificate of Residence completed by mail.

**For students attending any other New York State Community College:**

- a) Complete this form and sign it before a Notary Public

Completed forms should be mailed or delivered in person to Steuben County Finance Department (address below).

- b) Steuben County will then return the actual Certificate of Residence to you or send it on to the college; whichever we are instructed to do.

**Questions should be directed to Steuben County Finance Department.**

Steuben County Finance Department  
3 E. Pulteney Square, Room 301  
Bath NY 14810  
Telephone: 607-664-2488

# Certificate of Residence

Affidavit (of Affirmation) for Certificate of Residence pursuant to Section 6305 of Education Law in connection with attendance at a community college.

**Please print in ink**

Social Security Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
home work

<i>Academic Year</i>			
<input type="checkbox"/>	Fall	<input type="checkbox"/>	Spring
<input type="checkbox"/>	Winter	<input type="checkbox"/>	Summer

Residency Certificates will NOT be issued after the following **deadlines** (NO EXCEPTIONS):

- Fall Semester – no approvals after MARCH 1
- Spring Semester – no approvals after AUGUST 1
- Summer Sessions – no approvals after NOVEMBER 1

**Student Name:** I, \_\_\_\_\_, *hereby affirm that I am now, and have been for a period of at least one year immediately prior to the date of this affidavit*, a resident of the State of New York and that I have resided at the following address for year(s) \_\_\_\_\_ month(s) \_\_\_\_\_

\_\_\_\_\_  
Street or Road City Zip County

\_\_\_\_\_  
Town of Residence Name of Property Owner

**Previous addresses:** (if you have not lived at the above address for at least one year)

\_\_\_\_\_  
Street or Road Town or City Zip County Years Months

\_\_\_\_\_  
Street or Road Town or City Zip County Years Months

I further affirm that I plan to enroll at \_\_\_\_\_ Community College and that this affidavit is made for the purposes of securing a certificate that I have met the residence requirements of Article 126 of Education Law.

**Student Signature:** \_\_\_\_\_

<p><b>Notary Public:</b> Sworn to (or affirmed) before me this _____ day of _____, _____</p> <p>_____ Signature</p>
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Chief Fiscal Officer of County:	<input type="checkbox"/> Certificate issued	<input type="checkbox"/> Certificate not issued
Dated _____	By _____	